**Minutes of the Assets Management Committee**

**Held at the Civic Hall, Uppermill on Monday 19th April 2023**

There were present: Cllr G Sheldon (Chairman)

Cllr. P. Lord (Vice Chairman)

Cllr. M Woodvine

Cllr. L. Dawson

Mrs. K. Allott – Clerk to the Council

**663. Apologies for Absence –**Cllr. P. Byrne, Cllr. B Beeley, Cllr. D. Simpson, Mr W Lawton – Assets Manager

**664. Declarations of Interest –** None declared.

**665. Minutes of the meeting held on 20th March 2023**

The Minutes were agreed as a true record and signed at the meeting by the Chairman.

**666.** **Matters Arising**

Dawson’s Field - Cllr Sheldon asked the Clerk for an update. She advised that the holes had now been filled in and the cost was £400; more holes had been identified which is why the agreed cost was more than initially estimated. The Clerk advised that she will inspect, along with the Site Manager, after any heavy rainfall to ensure there has been no further issues, as well as two days before the event.

Cllr Woodvine expressed concern that certain items were being erected on the field without permission being granted by the Parish Council; one item in particular is a large sign advertising Scouthead & Austerlands. After some discussion it was agreed to monitor this and defer to the next agenda.

There was some discussion about the proposed costs of developing the allotments further. But it was agreed that we wait until the results of the SBI survey are received before we take any further action on this.

**667. Quotes for General Maintenance**

As Mr Lawton was unable to attend the meeting this was deferred and would be added to the next agenda.

**668. Car Park Wall**

The Clerk advised that OMBC Highways were coming to carry out an initial inspection on 24th April. Depending on the outcome of that discussion, another meeting may need to be called before the committee can agree to the full inspection and recommendation report as this would be at a cost of £950. Cllr Sheldon asked about getting a quote from another builder; the Clerk advised that Mr Lawton was already looking into that. Cllr Sheldon suggested we try Randersons. The Clerk agreed to get in touch with them.

**669. Upgrade of Office IT System**

The Clerk had invited 3 separate companies to quote on a new office ICT system. The prepared cost analysis had been emailed out to councillors in advance of the meeting. Two companies had quoted on new equipment and one company had quoted on refurbished equipment. These quotes were discussed in detail. The Clerk recommended to councillors that we go with a cloud based system and also her preferred supplier. The Clerk confirmed that the initial installation and cost of the equipment were £3190, with annual costs of £833. This was classed as the best value quote as the equipment was all new and not refurbished. A 5 year warranty would also be provided. After some more discussion, Councillors agreed. Proposed by Cllr Woodvine, seconded by Cllr Lord. This proposal will now be taken to the Finance Committee for final approval

**670. AOB**

The Clerk advised that Delph Community Association would like to move the SPC notice board to a different position and had advised it needed some remedial work. After some discussion it was agreed that they could move it, and that SPC would then inspect to see what maintenance was required. The Clerk agreed to write to the Association.

Allotments - a letter had been received from the previous treasurer of TUPAS. There were concerns that the Committee did not currently have a treasurer and that only 5 allotment holders had paid their subscription to TUPAS. SPC has insured the field, but the tenants hold their own Public liability insurance and this is in place until end August.

SPC, when sending the annual invoices, could also add the TUPAS subscription costs to ensure every allotment holder paid into this. After some discussion, it was agreed that Cllr Sheldon would contact the Chairman for further information and feed back to the Clerk. A decision would then be taken how to move this forward.

Cllr Woodvine expressed his thanks on behalf of the Assets Management Committee to Cllr Lord, Cllr Byrne and Cllr Simpson who are retiring from office this year, for their dedicated service to the Committee.

**671. Date and time of next meeting – TBC at the Association of Councillors Meeting.**